Shopping Cart: Services

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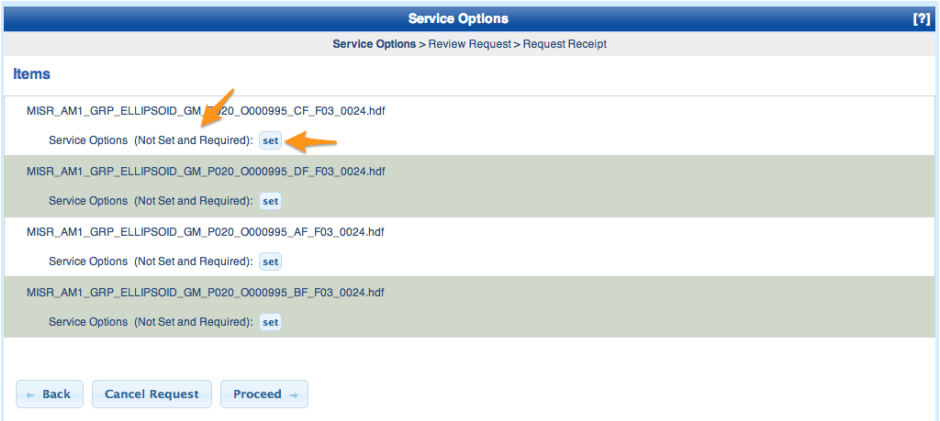
Overview

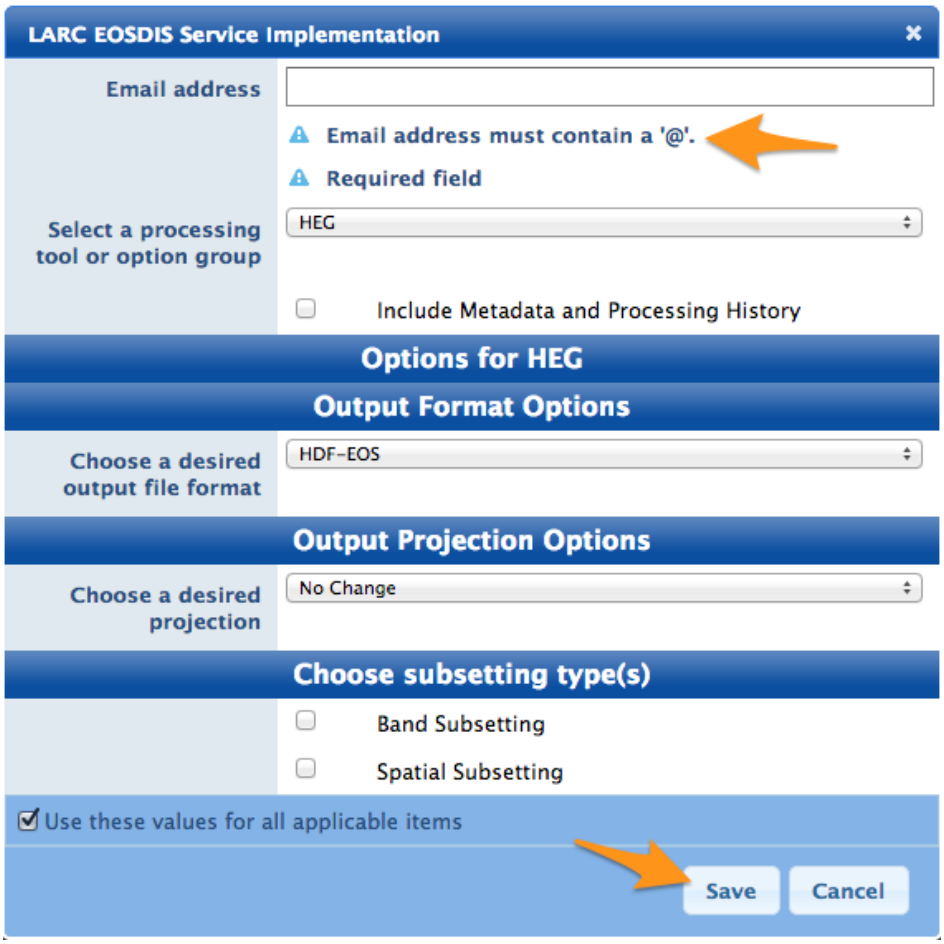
To start the Services Process, click **Perform Service** from the Shopping Cart.

Step 1: Service Options

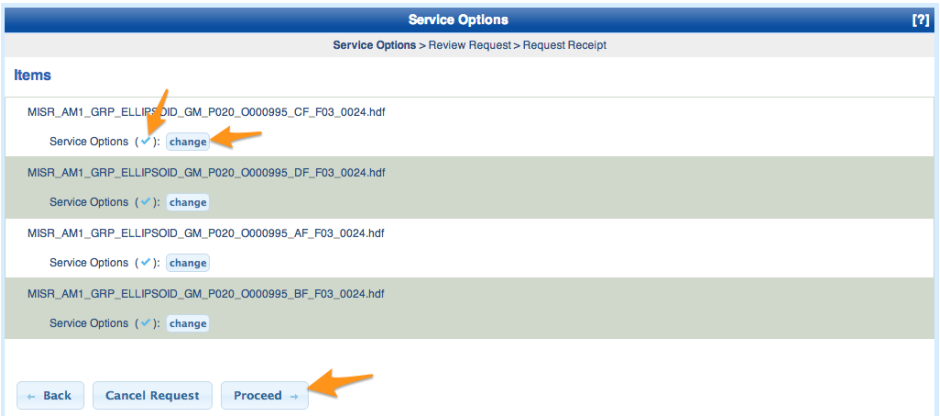
The data provider distributing the collection you are interested in may require that you enter specific service request information. Click the **Set** button to apply the service options.



ECHO Services often have a wide variety of options to set. Any required fields are clearly marked. Once you have selected all your options, click **Save** to proceed.



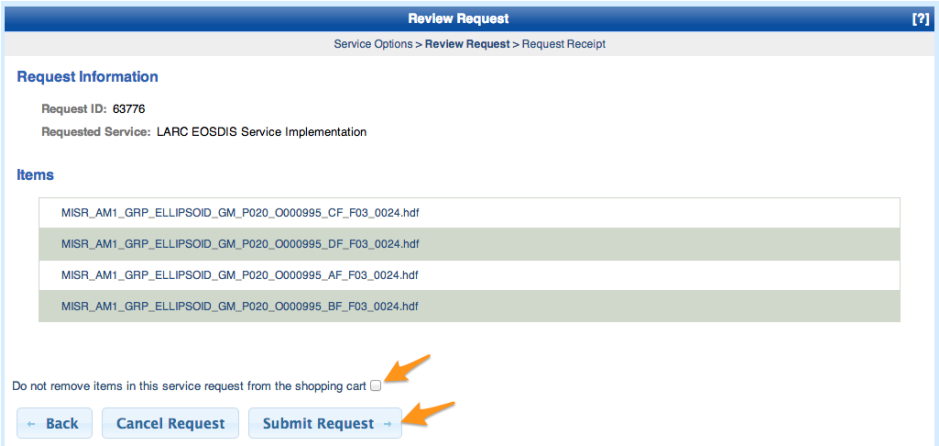
Once service options have been set, you will see the Service Options screen reflect this. You can now continue by clicking **Proceed**.



Step 2: Review Request

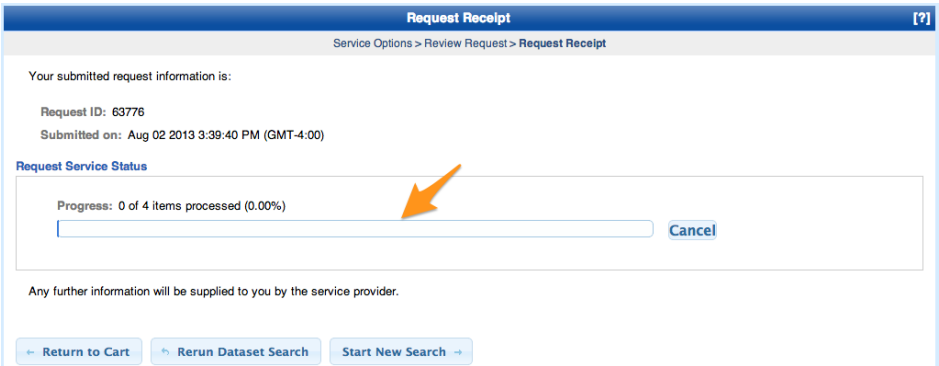
The Review Request screen contains the **Request ID**, **Requested Service** and the **Item(s) requested**.

You can also choose to leave these items in the cart in case you wish to perform other actions on them. After reviewing, click **Submit Request**.



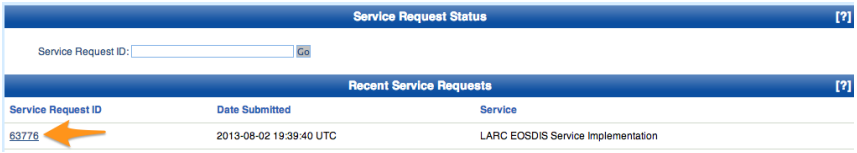
Step 3: Request Receipt

After submitting your request a **Request Receipt** page should appear. A progress bar showing the status of your request may be show. Make note of your **Request ID.**



Checking Service Request Status

Registered users can check the status of all submitted service requests. After placing an order you can view the status of the order by clicking **Service Request Status**.

Note: A user must be signed in to view recent service request.

The following screen should appear, containing the user's recent service requests. The user can click the Request ID to view the order details.